Approved For Release 2005/11/21 : CIA-RDP78-00487A000100180011-2

RECORDS MANAGEMENT PROGRAM

RECORDS CONTROL SCHEDULE

FOR THE

OCS

RMB Copy

Approved For Release 2005/11/21 : CIA-RDP78-00487A000100180011-2

31.06-57

MACHINE RECORDS DIVISION

Machine Records

Approved For Release 2005/11/21 : CIA-RDP78-00487A000100180011-2

STANDARD FORM NO. 64 Approved For Release 2005/11/21 : CIA-RDP78-00487A000100180011-2

Office Memorandum • UNITED STATES GOVERNMENT

TO : Chief, Records Management Division/MS DATE:

FROM : Comptroller

Schedule # 31.06-57

SUBJECT: Approval of Records Control Schedule, Machine Records Division

1. The Records Control Schedule for the Machine Records Division has been reviewed. The following changes have been made:

Item	Description	Method of Filing	Disposition
66.	Subject File These files accumulate in the general administration of the division and are used for administrative and planning purposes.		
	a. File consists of cables and memoranda relative to studies and surveys pertaining to installation and utilization of IBM equipment and personnel	By subject and chronologically thereunder; start a new file every 2 years.	Permanent. Transfer to Records Center when no longer required for reference purposes.
	b. File consists of memoranda not otherwise described in Item 66a, budget data for the division showing requirements supported by estimates for future projects	By subject and chronologically thereunder; start a new file every 2 years.	Temporary. Dispose 5 years after close of file. Transfer to Records Center 2 years after close of file.
	c. Reference copies of requisitions, purchase orders and invoices for supplies and equipment. Record copy maintained in Fiscal Division.	By subject and chronologically thereunder; start a new file every year.	Temporary. Dispose 2 years after close of file.
	d. Commercial catalogs, machine techniques, and literature relative to IBM equipment.	Alphabetically	Temporary. Dispose when superseded and/or obsolete.
84.	a. Issues	Chronologically; start a new file each year.	Dispose after 2 years. (Transfer to CIA Records Center 1 year after close of files.)

Approved For Release 2005/11/21 : CIA-RDP78-00487A000100180011-2

Approved For Release 2005/11/21 : CIA-RDP78-00487A000100180011-2

Item	Description	Method of Filing	Disposition
84.	b. Receipts	Chronologically; start a new file each year.	Dispose after 2 years. (Transfer to CIA Records Center 1 year after close of files.)
91.	Personnel Actions and Data File These files contain extra copies of documents received from Personnel Office, which reflect the accessioning, transfer, assignment, promotion and separation of personnel. These are the source documents from which selected information is coded and transferred to IBM cards. Documents consist of SF 50 and 52 "Requests for Personnel Action." Form 37-50 "Personnel Data Form" (a supplement to SF 50), Form 37-82 "Military Status Questionnaire" and similar documents. Official files maintained in Official Personnel Folder.	Alphabetically by surname; start a new file each month.	Maintain in Machine Records Division for an indefinite period.
92.	Personnel Accession Log This file is a consecutive list of all Machine Records Branch Serial Numbers assigned to personnel entering on duty in the Agency. In addition the EOD, office-division-branch, and office headquarters is shown. List is maintained as a control in assigning succeeding number.	Numerical sequence; start a new file each month.	Maintain in Machine Records Division for an indefinite period.
95.	b. These are extra cards prepared on personnel at time security clearance has been initiated and are used for semi-annual report.	By month alphabetically by recruitment source. Start a new file each year.	Maintain in Machine Records Division for an indefinite period.
96.	g. Cards prepared on formal applications for employment by individuals not recruited for specific assignments.	Alphabetically	Dispose upon notification by Control Branch, Placement and Utilization Division.

Approved For Release 2005/11/21 : CIA-RDP78-00487A000100180011-2

CONFIDENTIAL
Approved For Release 2005/11/21 : CIA-RDP78-00487A000100180011-2

Item	Description	Method of Filing	Disposition
98.	(The form number cited under this item should be changed from 36-6 to 37-6.)		
101.	Summary Card	Alphabetical by surname; start a new file each year.	Disposal not authorized. (Transfer to CIA Records Center 1 year after file is closed.)
107.	a. These are cards prepared each pay period for each employee showing allotment number, roll, total pay, pay period number, withholding tax, bond deduction, overtime and other pay information.	By allotment no., by employee no.	Dispose 2 years after receipt in Records Center. Transfer to CIA Records Center at end of calendar year after payroll controls are balanced
107.	c. These are cards of employees who have terminated their services with the agency and whose cards have been withdrawn from the files described in a and b above.	By allotment no., by employee no.	Dispose 2 years after receipt in Records Center. Transfer to CIA Records Center at end of calendar year after payroll controls are balanced
110.	Master Pay Card File These cards reflect pay information on individuals and are maintained for working purposes. They contain the name, grade, allotment and payroll numbers, base pay, annual salary, regular and overtime rate and other data.	Payroll Order.	Destroy after current file is reproduced.
111.	Vouchered Payroll Tabulated Listings. These are the retained copies of machine tabulated listings and reports (recurring and special) furnished to Fiscal Division. These are retained as sample copies and for reference purposes. The reports are all identified in the job No. 600-000 series. Record copies maintained in Fiscal Division.	Numerically by Job No.	Dispose 2 years after receipt in Records Center. Transfer to CIA Records Center at end of calendar year after payroll controls are balanced.

Approved For Release 2005/11/21 : CIA-RDP78-00487A000100180011-2

Approved For Release 2005/11/21 : CIA-RDP78-00487A000100180011-2

Item	Description	Method of Filing	Disposition
112.	Split period pay cards These cards are prepared for the last pay period of the fiscal year and show the amounts chargeable to the two fiscal years involved.	Fiscal Years by employee number.	Dispose 2 years after receipt in Records Center. Transfer to CIA Records Center at end of calendar year after payroll controls are balanced.

2. The schedule as amended, is approved.

[redacted] 25X

E. R. SAUNDERS
Comptroller

Approved For Release 2005/11/21 : CIA-RDP78-00487A000100180011-2

Approved For Release 2005/11/21 : CIA-RDP78-00487A000100180011-2
CONFIDENTIAL

GENERAL SERVICES OFFICE

Records Service Division

Machine Records Branch

ITEM NO.	DESCRIPTION OF RECORDS	RECOMMENDED METHOD OF FILING	AUTHORIZED DISPOSITION
66.	SUBJECT FILE		
	These files accumulate in the general administration of the branch and are used for administrative and planning purposes. Consist of memoranda, studies, and other documents pertaining to installation of IBM equipment, requisitions for equipment, utilization of equipment, personnel, budget data for the branch showing requirements supported by estimates for future projects, machine techniques and commercial catalogues and literature on IBM equipment.	According to Agency File Manual. Start new file each year.	Dispose after 3 years. (Transfer to CIA Records Center 1 year after file is closed.
67.	MAIL CONTROL FILE		
	This file consists of a mail log maintained on incoming mail for the branch and is used for controlling mail within the branch. The log is an unnumbered form devised locally showing identification of source and date.	Chronologically Start new file every month.	Dispose after 12 months (Place in inactive file at end of each month; retain in current files area for 12 months and destroy).
68.	SERVICE RECORD CARD		
	These cards are used in the immediate supervision of personnel of the branch and consist of OF Form 4 b "Employee Record Card" or similar cards used for the same purpose. Cards contain recorded personnel actions, training courses attended and other information necessary in the direct supervision of personnel.	Alphabetically by surname.	Destroy upon separation from the agency; upon intra-agency transfer forward to gaining office.

Concur in disposition of items 66 through 127

signed [redacted]

Chief MRD

2/15/54

25X

CONFIDENTIAL
Approved For Release 2005/11/21 : CIA-RDP78-00487A000100180011-2
Copy

Approved For Release 2005/11/21 : CIA-RDP78-00487A000100180011-2
CONFIDENTIAL

ITEM NO.	DESCRIPTION OF RECORDS	RECOMMENDED METHOD OF FILING	AUTHORIZED DISPOSITION
69.	JOB PROJECT FILE		
	These are the procedures used in the preparation of recurring reports (jobs). Documents consist of the basic procedure, studies and miscellaneous correspondence pertaining to specific reports and retained sample copies of the report itself.	Numerically by Job No.	Dispose 3 years after discontinuance of report (job). Place in inactive file upon discontinuance of report; retain in current files area for 1 year and retire to CIA Records Center.
70.	REFERENCE MATERIAL		
	These are copies of agency regulations, manuals, bulletins and other published material of the agency retained for reference purposes.	By type of document and numerically therein.	Destroy when superseded or obsolete or no longer needed for reference purposes.
	ALLOTMENT AND OBLIGATION RECORDS		
71.	ADVANCED ACCOUNTS CARDS		
	These are advances made to employees incident to travel or other expenses and are maintained in a current status at all times. Official file (Statement of Account) is filed in Finance Division.		
	a. Personnel Regular Roll (Account No. 144.1)	By Account Number.	Dispose of Inactive Cards after 1 year. (Place in inactive file upon zero balance; cut-off at end of each year and destroy 1 year thereafter).
	b. Personnel Special Roll (Account No. 144.2)	By Account Number.	Dispose of Inactive Cards after 1 year. (Place in inactive file upon zero balance; cut-off at end of each year and destroy 1 year thereafter).

Concur in disposition of items 71-83

X1 s/ [redacted] 11/9/53

Accounts Branch

CONFIDENTIAL
Approved For Release 2005/11/21 : CIA-RDP78-00487A000100180011-2
copy

Approved For Release 2005/11/21 : CIA-RDP78-00487A000100180011-2
CONFIDENTIAL

ITEM NO.	DESCRIPTION OF RECORDS	RECOMMENDED METHOD OF FILING	AUTHORIZED DISPOSITION
71.	ADVANCED ACCOUNTS CARDS (continued)		
	c. Due From Agency Personnel (1) Account No. 150.1	By Account Number.	Dispose of inactive cards after 1 year. (Place in inactive file upon zero balance; cut-off at end of each year and destroy 1 year thereafter).
	(2) Account No. 150.2	By Aceount Number. Start new file each year.	Dispose after 1 year. (Place in inactive file at end of each year; retain in current files area for 1 year and destroy).
72.	EXPENSE CARDS These are cards recording all expenses or disbursements made against allotments.		
	a. Detail Expense Cards	Fiscal year by Allotment number.	Destroy upon lapse of appropriation.
	b. Summary Expense Cards	Fiscal Year by Allotment number.	Dispose 2 years after lapse of appropriation. (Place in inactive file upon lapse of appropriation; retain 2 years in current files area and destroy).
73.	OBLIGATION CARD FILE These cards reflect the amounts of money obligated against allotments.	Allotment Account number.	Dispose 2 months after liquidation of obligation. (Place in inactive file upon liquidation of obligation; cut-off each month and destroy 2 months thereafter).

Approved For Release 2005/11/21 : CIA-RDP78-00487A000100180011-2
CONFIDENTIAL

Approved For Release 2005/11/21 : CIA-RDP78-00487A000100180011-2
CONFIDENTIAL

ITEM NO.	DESCRIPTION OF RECORDS	RECOMMENDED METHOD OF FILING	AUTHORIZED DISPOSITION
74.	ACCRUED COMPENSATION CARDS		
	a. Personnel Regular Roll (Account No. 300.1)	By Account number by month.	Dispose of inactive cards after 1 year. (Placed in in active file upon zero balance; cut-off at end of each year and destroy 1 year thereafter).
	b. Personnel Special Roll (Account No. 300.2)	Employee's number. Start new file each year.	Dispose after 1 year. (Place in inactive file at end of each year; retain in current files area for 1 year and destroy).
	c. Summary Cards.	Employee's number.	Destroy upon preparation of new summary cards.
75.	INSURANCE SUMMARY CARD FILES		
	Summary cards prepared each month showing amounts taken from employee's pay for the payment of insurance.	Employee's number.	Destroy each month upon preparation of new summary cards.
76.	ROSTER CARD FILE (SPECIAL ROLL)		
	These are extra cards prepared by unvouchered payroll section listing personnel on Special Roll. Maintained current at all times.	Employee's number.	Destroy old cards upon receipt of new cards.
77.	CREDIT UNION ROSTER CARDS		
	Cards show name of employee and credit union account number.	Account number.	Retain indefinitely in current files area.
78.	DAILY REGISTER AND DISTRIBUTION JOURNAL CARDS		
	These are cards prepared on miscellaneous accounts identified in the 100, 300, 400, 500, & 600 Series which are used only once in the preparation of the Daily Register and Distribution Journal and are not required for the preparation of reports.	By Account number. Start new file each month.	Dispose after 2 months. (Place in inactive file after preparation of Daily Register and destroy 2 ~~mths~~ months thereafter).

CONFIDENTIAL
Approved For Release 2005/11/21 : CIA-RDP78-00487A000100180011-2

Approved For Release 2005/11/21 : CIA-RDP78-00487A000100180011-2
CONFIDENTIAL

ITEM NO.	DESCRIPTION OF RECORDS	RECOMMENDED METHOD OF FILING	AUTHORIZED DISPOSITION
79.	ACCOUNTS PAYABLE CARDS		
	These are accounts payable cards recording credit entries for the procurement of Property (Account number 303.2) and Transportation (Account number 303).	Property Voucher number.	Dispose of inactive cards after 1 year. (Place in inactive file upon zero balance cut-off at end of each year and destroy 1 year thereafter).
80.	COST CARD FILE		
	These are cards showing by allotment number the cost of procurement and are used in the preparation of cost reports.	By Allotment number.	Retain indefinitely in current files area.
81.	TABULATED LISTINGS		
	These are the retained copies of machine tabulated reports furnished to Finance Division. These are retained as sample copies for reference purposes. These reports are all identified in the Job No. 500-000 series. Record copies are filed by the requesting office.	Numerically by Job No. Start new file each month.	Dispose after 1 month. (Place in inactive file at end of each month; retain in current files area for 1 month and destroy).
82.	CONVENIENCE CARD FILE		
	These cards are extra decks of IBM card files maintained in filing arrangements which facilitate reporting when different reports are required from a card file.	By job request.	Destroy immediately upon completion of job.
83.	AGENTS CASHIER ACCOUNT CARDS (100 series)		
	These are cards reflecting a detail records of transactions for each disbursing agents cashier accounts.	Account Number. Start new file each month.	Dispose after 1 month. (Place in inactive file at end of each month; retain in current files area for 1 month and destroy).
	LOGISTICS STOCK ACCOUNTING RECORDS		
84.	TRANSACTION HISTORY CARD FILE		
	These cards reflect the issue and receipt of items of equipment.		
	a. Issues	By last job request. Start new file each year.	Dispose after 2 years. (Transfer to CIA Records Center 1 year after close of files).

CONFIDENTIAL
Approved For Release 2005/11/21 : CIA-RDP78-00487A000100180011-2

Approved For Release 2005/11/21 : CIA-RDP78-00487A000100180011-2
CONFIDENTIAL

ITEM NO.	DESCRIPTION OF RECORDS	RECOMMENDED METHOD OF FILING	AUTHORIZED DISPOSITION
84.	TRANSACTION HISTORY CARD FILE (continued)		
	b. Receipts	By last job request. Start new file each year.	Dispose after 2 years. (Transfer to CIA Records Center 1 year after close of files).
	c. Due In and Due Out Index File	By last job.	Dispose after 2 months. (Place in inactive file at end of each month; retain in current files area for 2 months and destroy).
	d. Stock level transactions	By last job request. Start new file each month.	Dispose after 2 months. (Place in inactive file at end of each month; retain in current files area for 2 months and destroy).
85.	STOCK STATUS CARD FILE		
	These are cards which reflect stock balances after processing the transaction detail cards.	Filed numerically by Stock Number.	Dispose of inactive cards after 2 months. (Place in inactive file upon receipt of change cards; cut-off each month and destroy 2 months thereafter). *Exception. Once each 6 months, 1 Jan. & 1 July complete Stock Status File will be reproduced and retained for the succeeding Average Price Computation Report. After prices are established, reproduced cards may be destroyed.

Approved For Release 2005/11/21 : CIA-RDP78-00487A000100180011-2
CONFIDENTIAL

CONFIDENTIAL
Approved For Release 2005/11/21 : CIA-RDP78-00487A000100180011-2

ITEM NO.	DESCRIPTION OF RECORDS	RECOMMENDED METHOD OF FILING	AUTHORIZED DISPOSITION
86.	NOMENCLATURE CARD FILE		
	a. These cards contain a short description of all items of supply and equipment and are maintained current.	Numerically by stock number.	Destroy individual cards when superseded or obsolete.
	b. These cards are maintained on all items of equipment and supplies which are peculiar to the Office of Communications. They contain a short description of the item and are used in the preparation of cardex tapes for Catalogue Branch.	By Nomenclature	Destroy individual cards when obsolete or superseded.
87.	PROPERTY IN USE CARDS		
	These cards reflect accountable property and equipment in use and maintained in a current status.	Numerically by Stock Number.	Dispose inactive file after 2 months. (Place in inactive file upon receipt of change card; cut-off each month and destroy 2 months thereafter).
88.	CATALOGUE CARD FILE		
	These cards contain the complete description of items of supply.	By sequence number in commodity groups in family groups.	Destroy individual cards when obsolete or superseded, at reproduction of supply Catalog.
89.	CONVENIENCE CARD FILES		
	These are extra decks of IBM card files maintained in filing arrangements which facilitate reporting when different reports are required from one card file.	By Job Request.	Destroy immediately upon completion of job.
90.	TABULATED LISTINGS		
	These are the retained copies of machine tabulated listings and reports (recurring and special) furnished to Logistics Office. These are retained as sample copies for reference and as working files. The reports are all identified in the Job No. 300-000 and 400-000 series.	By Job Number.	Destroy after preparation and/or balance of new listing.

concur with 86 & 88
s/ [redacted] 10/29/53 25X

Concur in items 84, 85, 87 & 90. Also 86 and 88 subject to catalog approval
s/ [redacted] 10/29/53 25X

CONFIDENTIAL
Approved For Release 2005/11/21 : CIA-RDP78-00487A000100180011-2
copy

CONFIDENTIAL
Approved For Release 2005/11/21 : CIA-RDP78-00487A000100180011-2

ITEM NO.	DESCRIPTION OF RECORDS	RECOMMENDED METHOD OF FILING	AUTHORIZED DISPOSITION
	PERSONNEL RECORDS		
91.	PERSONNEL ACTIONS AND DATA FILE		
	These files contain extra copies of documents received from Personnel Office, which reflect the accessioning, transfer, assignment, promotion and separation of personnel. These are the source documents from which selected information is coded and transferred to IBM cards. Documents consist of SF 50 and 52 "Requests for Personnel Action", Form 37-50 "Personnel Data Form" (a supplement to SF 50), Form 37-82 "Military Status Questionnaire" and similar documents. Official files maintained in Official Personnel Folder.	Alphabetically by surname. Start new file each month.	Dispose after 3 months. (Place in inactive file at end of each month; retain in current files area for 3 months and destroy).
92.	PERSONNEL ACCESSION LOG		
	This file is a consecutive list of all Machine Records Branch Serial Numbers assigned to personnel entering on duty in the agency. In addition the EOD, office-division-branch, and office headquarters is shown. List is maintained as a control in assigning succeeding number.	Numerical sequence. Start new file each month.	Dispose after 1 month. (Place in inactive file at end of each month; retain in current file area 1 month and destroy).
93.	PERSONNEL TABULATED LISTINGS		
	These are the retained copies of machine tabulated reports (recurring and special reports) furnished Personnel Office. These are retained as sample copies for reference purposes and are identified in the Personnel Job Number 100-000 series. Records copies are on file in Personnel Office.	Numerically by Job Number. Start new file each month.	Dispose after 1 month. (Place in inactive file at end of each month; retain in current file area for 1 month and transfer to Personnel Office for disposition).

Concur in disposition of items 91 through 96
s/ [redacted] 25X
11/17/55

Approved For Release 2005/11/21 : CIA-RDP78-00487A000100180011-2

CONFIDENTIAL
Approved For Release 2005/11/21 : CIA-RDP78-00487A000100180011-2

ITEM NO.	DESCRIPTION OF RECORDS	RECOMMENDED METHOD OF FILING	AUTHORIZED DISPOSITION
94.	PERSONNEL SECURITY FILES		
	These files contain extra copies of documents received from Personnel Office which reflect the security clearance status of personnel in process for employment. These are the source documents from which selected information is coded and transferred to IBM cards. Documents consist of Form #38-106 and 101 "Security Approval" Form #37-67 "Daily Security Report", Form #37-104 "Request for Security Clearance", Form 37-129 "Cancellations of Security Clearance", Office Memos or similar documents used for the same purposes. Information substantially duplicated in Official Personnel Folder or Applicant folder.	Chronologically under each type of document. Start new file each month.	Dispose after 3 months (Place in inactive file at end of each month; retain in current file area for 3 months and destroy.)
95.	PERSONNEL SECURITY CARD FILES		
	These cards contain coded information concerning the security clearance status of applicants in process for employment and are used in the preparation of reports required by Personnel Office.		
	a. Cards maintained on all personnel on whom security clearance has been initiated or in process for employment.	By Request Order	Withdraw individual cards upon entrance on duty or cancellation of application and place in appropriate file where it will be retained indefinitely.
	b. These are extra cards prepared on personnel at time security clearance has been initiated and are used for semi-annual report.	By month alphabetically by recruitment source. Start new file each year.	Dispose after 1 year. Place in inactive file at end of year, retain in current files area for 1 year and destroy.

Approved For Release 2005/11/21 : CIA-RDP78-00487A000100180011-2
CONFIDENTIAL

Pending OJCS schedule amendment
due re tapes

CONFIDENTIAL
Approved For Release 2005/11/21 : CIA-RDP78-00487A000100180011-2

ITEM NO.	DESCRIPTION OF RECORDS	RECOMMENDED METHOD OF FILING	AUTHORIZED DISPOSITION
95.	PERSONNEL SECURITY CARD FILES (continued)		
	c. These cards are extra decks of the card files described above and are maintained in filing arrangements which facilitate reporting when different reports are required from one card file.	By job request.	Destroy immediately after report is prepared.
96.	PERSONNEL ACTIONS AND DATA CARD FILE These cards contain coded information concerning the accessioning, assignment, transfer, promotion and separation of all personnel and are used in the preparation of reports required by Personnel Office.		
	a. Cards maintained on vouchered and unvouchered personnel showing military service, registration for draft and reserve status and similar information.	Numerically by MRB Number under vouchered and unvouchered.	Retain indefinitely in current files area.
	b. Cards maintained on vouchered and unvouchered personnel on duty showing qualification, special skills, languages and similar information.	Numerically by M RB Number under vouchered and unvouchered.	Retain indefinitely in current files area.
	c. Strength report summary cards showing actual strength by office, by groups for each month.	By office by group for each month. Start new file each year.	Dispose after 1 year. (Place in inactive file at end of year; retain in current files area for 1 year and destroy.)
	d. These are personnel evaluation cards coded from document received from Personnel Office and are used to notify office of due date for evaluations. Information substantially duplicated in Personnel Office.	Numerical by MRB Number.	Retain indefinitely in current files area.

Approved For Release 2005/11/21 : CIA-RDP78-00487A000100180011-2
CONFIDENTIAL

Approved For Release 2005/11/21 : CIA-RDP78-00487A000100180011-2

ITEM NO.	DESCRIPTION OF RECORDS	RECOMMENDED METHOD OF FILING	AUTHORIZED DISPOSITION
96.	PERSONNEL ACTIONS AND DATA CARD FILE (continued)		
	e. (1) Cards prepared on all personnel actions, i.e. accessions, promotions, assignments, transfers and separations for vouchered and unvouchered personnel and retained as a history file.	Numerical by MRB Number.	Retain indefinitely in current files area.
	(2) Extra status card maintained currently on all vouchered and unvouchered personnel employed by the agency.	Numerical by MRB Number.	Destroy individual cards upon filing of new status card.
	f. Salary cards made on vouchered and unvouchered personnel on duty.		
	(1) No. 2 Change Card	Numerical by MRB Number.	Retain indefinitely in current files area.
	(2) No. 2 Status Card	Numerical by MRB Number.	Dispose after 1 month. (Place in inactive file upon receipt of change card; retain in current files area for 1 month and destroy.)
	g. Cards prepared on formal applications for employment by individuals not recruited for specific assignments.	By last job request. Start new file each year.	Dispose after 3 years. (Transfer to CIA Records Center 1 year after file is closed.)
	h. Cards maintained currently on all military personnel (vouchered and unvouchered) assigned to Agency.	MRB serial number.	Retain indefinitely in current files area.
	i. Draft deferment cards prepared on personnel of the agency who are deferred from military service.	MRB serial number.	Retain indefinitely in current files area.
	j. These are tab summary cards prepared from status cards each month showing office and grades.	By grade and office for each month.	Dispose after 1 year. (Maintain 12 month level; thereafter, destroy earliest month upon receipt of latest month.
	k. These cards are extra decks of the card files described above and are maintained in filing arrangements for reporting when different reports are required from one card file.	By job request.	Destroy immediately after report is prepared.

Approved For Release 2005/11/21 : CIA-RDP78-00487A000100180011-2

CONFIDENTIAL
Approved For Release 2005/11/21 : CIA-RDP78-00487A000100180011-2

ITEM NO.	DESCRIPTION OF RECORDS	RECOMMENDED METHOD OF FILING	AUTHORIZED DISPOSITION
	SPECIAL PROJECTS SECTION RECORDS		
97.	TABLES OF ORGANIZATION FILE		
	These are the source documents from which information is transferred to machine records cards. They consist of Form 30-25 "T/O Change Authorizations" or similar documents used to obtain information concerning the authorized tables of organization for the offices of the agency.	Chronologically. Start new file upon publication of T/O.	Dispose 3 months after publication T/O (Place in inactive file upon publication T/O; retain in current files area for 3 months and destroy.)
98.	PERSONNEL LOCATOR FILE	S/ J.J.White 19 Nov 53	
	These files are the source documents from which information is transferred to machine record cards. They consist of Form 37-6 "Personnel Information Card" or similar documents used to obtain necessary home and office information on all employees. Information obtained is substantially duplicated in Personnel Office.	Alphabetically by surname. Start new file upon publication of directory.	Dispose 3 months after publication of directory. (Place in inactive file upon publication of directory; retain in current files area for 3 months and destroy.)
99.	SPECIAL PROJECTS TABULATED LISTINGS		
	These are the retained copies of machine tabulated listings and reports (recurring and special) furnished to various offices of the agency; also contains copies of listings or reports prepared by other sections of the branch. These are retained as sample copies for reference and as working files. The reports are all identified in the Job No. 900-000 series. Records copies are filed by the requesting office.	Categorically by listing. Start new file upon publication or receipt of new listing.	Dispose 3 months after preparation or receipt of new listing. (Place in inactive file after preparation or receipt of new listings; retain in current files area for 3 months and destroy.)

Approved For Release 2005/11/21 : CIA-RDP78-00487A000100180011-2

Approved For Release 2005/11/21 : CIA-RDP78-00487A000100180011-2

ITEM NO.	DESCRIPTION OF RECORDS	RECOMMENDED METHOD OF FILING	AUTHORIZED DISPOSITION
100.	PERSONNEL LOCATOR CARD FILE		
	These are the locator cards containing coded office and home information on all vouchered and unvouchered personnel in the agency. These cards are maintained current at all times and are used in the preparation of the Telephone Directory for the Agency.	Concur in disposition for Items 98 through 100 [redacted] 25X Chief, Records Serv Div. 11/19/53	
	a. Cards containing office information.	Alphabetical by surname.	Destroy individual cards upon filing new card.
	b. Cards containing home information.	Alphabetical by surname.	Destroy individual cards upon filing new card.
	c. Cards on personnel transferred between offices or separated.	Alphabetical by surname.	Dispose 3 months after publication of new directory (Place in inactive file upon publication of directory retain in current file areas for 3 months and destroy.)
101.	AGENCY ORIENTATION COURSE CARDS		
	These are cards maintained on personnel who have attended the quarterly 4 - day Agency Orientation Course.	[redacted] 25X EO/IR 1 June 1954	
	a. Detail Card	Alphabetical by surname. Start new file each course.	Destroy upon preparation of summary card.
	b. Summary Card	Alphabetical by surname. Start new file each year.	Disposal not authorized (Transfer to CIA Records Center 1 year after file is closed.)
102.	DELETED *** TO BE INCLUDED ON I & S SCHEDULE		

c o p y

Approved For Release 2005/11/21 : CIA-RDP78-00487A000100180011-2

Approved For Release 2005/11/21 : CIA-RDP78-00487A000100180011-2
CONFIDENTIAL

ITEM NO.	DESCRIPTION OF RECORDS	RECOMMENDED METHOD OF FILING	AUTHORIZED DISPOSITION
103.	TABLE OR ORGANIZATION CARDS		
	a. These cards are maintained on a current basis and contain coded information concerning the authorized tables of organization for the offices of the agency. They reflect the position title, position number, grade and organization code for each authorized space.	Organization within Office.	Destroy individual cards upon filing of change cards.
	b. These are extra decks of cards reproduced at the end of each calendar year and fiscal year from table of organization cards described above. These cards are prepared at time listings are made for the same periods.	Organization within office.	Disposal not authorized (Transfer to CIA Records Center immediately after preparation.)
104.	[redacted]	Alphabetical by surname.	Retain indefinitely in current files area.
105.	CONVENIENCE CARD FILE		
	These cards are extra decks of IBM card files maintained in filing arrangements which facilitate reporting when different reports are required from one card file.	By Job request.	Destroy immediately upon completion of job.
106.	DELETED		

[redacted] 19 Nov 53

25X1

c o p y
CONFIDENTIAL
Approved For Release 2005/11/21 : CIA-RDP78-00487A000100180011-2

Approved For Release 2005/11/21 : CIA-RDP78-00487A000100180011-2

RECORDS CONTROL SCHEDULE (CIA RDP 78-00487A) SHEET

ITEM NO.	FILES IDENTIFICATION *(Title, description, arrangement, and inclusive dates)*	VOLUME *(Linear Ft)*	TYPE OF FILING EQUIPMENT	DISPOSITION INSTRUCTIONS
		Method of Filing		
107	Individual Earning Record Card File			
	a. These are cards prepared each pay period for each employee showing allotment number, roll, total pay, pay period number, withholding tax, bond deduction, overtime and other pay information.	By allotment no., by employee no.		Upon completion of calendar year reports, ie: Withholding Tax Statements, forms W'2; and Individual Earnings Records listings destroy the prior fiscal year portion of the file. Retain the current fiscal year portion of the file in the inactive file until (3) mos. after close of current fiscal year, then destroy.
	b. These are quarterly cumulative earnings and deductions summary cards for the current calendar year prepared for each employee.	By quarter and by Employee Number.		Destroy first, second, and third quarter cards at end of calendar year, after balance. Retain fourth quarter in inactive file until (3) months after close of current fiscal year, then destroy.
	c. These are cards of employees who have terminated their services with the Agency and whose cards have been withdrawn from the files described in a and b above.	By allotment no., by employee no.		Upon completion of calendar year reports, ie: Withholding Tax Statements, forms W'2; and Individual Earnings Records listings destroy the prior fiscal year portion of the file. Retain the current fiscal year portion of the file in the inactive file until (3) mos. after close of current fiscal year, then destroy.

Approved For Release 2005/11/21 : CIA-RDP78-00487A000100180011-2

CONFIDENTIAL
Approved For Release 2005/11/21 : CIA-RDP78-00487A000100180011-2

ITEM NO.	DESCRIPTION OF RECORDS	RECOMMENDED METHOD OF FILING	AUTHORIZED DISPOSITION
	VOUCHERED PAYROLL		
107.	INDIVIDUAL EARNING RECORD CARD FILE		
	a. These are cards prepared each pay period for each employee showing allotment number, roll, total pay, pay period number, withholding tax, bond deduction, overtime and other pay information.	By quarter and by Employee Number.	Dispose after 8 months. (Place in inactive file at end of each year; retain in current files area for 8 months and destroy).
	b. These are summary cards prepared at the end of each quarter for each employee.	By quarter and by Employee Number.	Destroy old summary cards upon preparation of new summary cards (except that summary cards prepared for the last quarter will be retained in current files area for 8 months and destroy).
	c. These are cards of employees who have terminated their services with the agency and whose cards have been withdrawn from the files described in a and b above.	By quarter and by Employee Number.	Destroy cards 8 months after end of calendar year.
108.	LEAVE AND ADDED COMPENSATION CARDS		
	These cards contain a record of all leave used (annual and sick) and of all night differential, overtime and holiday pay earned.	By pay period and by payroll order.	Dispose after 4 weeks. (Maintain 2 pay period level; thereafter destroy earliest pay period cards upon preparation of current cards).
109.	ROSTER CARD FILE		
	This file is a register of all employees of the agency (vouchered) and is used in assigning employee number.	Numerically by Employee Number.	Retain indefinitely in current files.

Concur in disposition of items
107 through 115

X1 [redacted] Chief P/R
10/21/53

CONFIDENTIAL
Approved For Release 2005/11/21 : CIA-RDP78-00487A000100180011-2

CONFIDENTIAL

Approved For Release 2005/11/21 : CIA-RDP78-00487A000100180011-2

ITEM NO.	DESCRIPTION OF RECORDS	RECOMMENDED METHOD OF FILING	AUTHORIZED DISPOSITION
110.	MASTER PAY CARD FILES		
	These cards reflect pay information on individuals and are maintained for working purposes. They contain the name, grade, allotment and payroll numbers, base pay, annual salary, regular and overtime rate and other data.	Payroll Order.	Dispose of inactive files after 6 months. (Place in inactive file upon transfer promotion, reassignment; cut-off at end of each month and destroy 6 months thereafter).
111.	VOUCHERED PAYROLL TABULATED LISTINGS		
	These are the retained copies of machine tabulated listings and reports (recurring and special) furnished to Fiscal Division. These are retained as sample copies and for reference purposes. The reports are all identified in the Job No. 600-000 series. Record copies maintained in Fiscal Division.	Numerically by Job. No.	Dispose 2 months after preparation of new listing. (Place in inactive file after preparation of new listing; retain in current files area for 2 months and destroy).
112.	SPLIT PERIOD PAY CARDS		
	These cards are prepared for the last pay period of the fiscal year and show the amounts chargeable to the two fiscal years involved.	Fiscal Years by Employee Number.	Destroy 2 months after preparation of cards for the next fiscal year split.
113.	MACHINE AUDIT MASTER CARDS		
	These are cards containing standard pay information concerning grades, steps, hourly wage, and other information used for audit and verifying purposes.	Filed by service by grade, by step etc.	Destroy individual cards when obsolete or superseded.
114.	CONVENIENCE CARD FILES		
	These are extra decks of IBM card files maintained in filing arrangements which facilitate reporting when different reports are required from one card file.	By Job Request.	Destroy immediately upon completion of job.

Approved For Release 2005/11/21 : CIA-RDP78-00487A000100180011-2

CONFIDENTIAL

CONFIDENTIAL
Approved For Release 2005/11/21 : CIA-RDP78-00487A000100180011-2

ITEM NO.	DESCRIPTION OF RECORDS	RECOMMENDED METHOD OF FILING	AUTHORIZED DISPOSITION
115.	CHECK ISSUE CARDS		
	These are cards prepared each pay period on issuance of checks showing the same information as contained on the check.	Pay Period in payroll order.	Dispose after 4 weeks. (Maintain 2 pay period level; thereafter destroy earliest pay period cards upon preparation of current cards).
	UNVOUCHERED PAYROLL		
116.	NAME AND ADDRESS CARD FILE		
	These cards contain coded information regarding agents and staff employee's name and address for writing checks.	Numerically by Employee's Number under Agent or Staff Employees.	Destroy individual card upon receipt of change card.
117.	NORMAL PAY CARD		
	These cards contain the normal pay for each staff employee on regular and allotment payrolls and all agent payrolls.	Numerically by Employee Number under Agent or Staff Employee.	Destroy individual cards upon receipt of change card.
118.	ROSTER CARD FILE		
	These are cards prepared on all unvouchered personnel of the agency and contains both active and inactive employees. They show the employee number, allotment number, and name and are used for the assignment of employee number to new employees.	Numerically by Employee Number.	Retain indefinitely in current files.

CONFIDENTIAL
Approved For Release 2005/11/21 : CIA-RDP78-00487A000100180011-2

CONFIDENTIAL
Approved For Release 2005/11/21 : CIA-RDP78-00487A000100180011-2

ITEM NO.	DESCRIPTION OF RECORDS	RECOMMENDED METHOD OF FILING	AUTHORIZED DISPOSITION
119.	DELETED - Consolidated with Item # 117		
120.	DELETED - CONSOLIDATED WITH ITEM # 124		
121.	CHECKS ISSUED CARD FILE		
	These are cards prepared on all checks issued and listing furnished Finance for reconciliation with check cleared thru bank.	By Roll. Start new file with each issue.	Destroy individual cards upon receipt of notice of clearance of check.
122.	BUDGET CARD FILE		
	These cards contain allotment number, roll, name, normal pay, what is paid, allowances.	Pay periods and by Employee Number therein. Start new file each month.	Destroy each month after preparation of new deck.
123.	DELETED - CONSOLIDATED WITH ITEM # 124		
124.	LEDGER CARDS		
	a. These are cards prepared each pay period for employees on the agent, unvouchered and allotment payrolls showing detail pay information. These are used in the preparation if individual earning record listings at the end of each year and for the preparation of other reports as required.	Numerically by Employee Number, under Staff, Agent and other. Start new file each year.	Dispose after 1 year. (Transfer to CIA Records Center 6 months after file is closed).

CONFIDENTIAL
Approved For Release 2005/11/21 : CIA-RDP78-00487A000100180011-2

CONFIDENTIAL
Approved For Release 2005/11/21 : CIA-RDP78-00487A000100180011-2

ITEM NO.	DESCRIPTION OF RECORDS	RECOMMENDED METHOD OF FILING	AUTHORIZED DISPOSITION
124.	LEDGER CARDS (continued)		
	b. These are summary cards prepared each pay period showing cumulative totals by pay periods.	Employee Number. Start new file each month.	Dispose after 1 year. Destroy preceding summary cards upon filing current summary cards except that summary cards prepared for the last pay period of each year will be transferred to CIA Records Center 6 months after close of year.
125.	RETIREMENT CARDS		
	These are cards prepared each year showing cumulative totals of amounts withheld from pay of employees for retirement.	Employee Number.	Retain indefinitely in current files area.
126.	CONVENIENCE CARD FILES		
	These are extra decks of IBM cards files maintained in filing arrangements which facilitate reporting when different reports are required from one card file.	By Job Number.	Destroy immediately upon completion of job.
127.	UNVOUCHERED PAYROLL TABULATED LISTING		
	These are the retained copies of machine tabulated listings and reports (recurring and special) furnished to Finance. These are retained as sample copies for reference purposes. The reports are all identified in the Job No. 200-00 series. Record Copies maintained in Finance Office.	Numerically by Job Number.	Destroy after 1 month or upon preparation of new listing.

Disposition concurred
Items 116 through 127, except 123
X1 10/15/53 [redacted], Chief, Payroll

Copy

Approved For Release 2005/11/21 : CIA-RDP78-00487A000100180011-2
Chief, Agent Contract Serv Sect copy